

A RESOLUTION BY

CITY UTILITIES COMMITTEE

02- R -1848

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED WITH MAYES, SUDDERTH & ETHEREDGE, INC./HARRINGTON, GEORGE & DUNN, PC - JV FOR FC-6710-96B, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE DESIGN AND ARCHITECTURAL SERVICES FOR PHASE V (DOCUMENT CONTROL AREA) CONSTRUCTION DOCUMENTS PREPARATION FOR THE BUILD OUT OF OFFICE SPACE AT CITY HALL EAST ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED FIFTY THREE THOUSAND SEVEN HUNDRED EIGHTY DOLLARS AND TEN CENTS (\$53,780.10); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J26 573001 M24A01069999.

WHEREAS, the City of Atlanta did enter into FC-6710-96B, Annual Contract for Architectural and Engineering Services; and

WHEREAS, the Department of Public Works does require architectural and engineering services for the additional design of Phase V (Document Control Area) for the Build Out of City Hall East Fourth Floor Office Space for Wastewater Division in an amount not to exceed Fifty-three Thousand Seven Hundred Eighty Dollars and Ten Cents (\$53,780.10); and

WHEREAS, the Commissioner of the Department of Public Works and the Purchasing Agent of the Bureau of Purchasing and Real Estate have recommended that Mayes, Sudderth & Etheredge, Inc./Harrington, George & Dunn, PC - JV, to provide Architectural and Engineering Services; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor be and is hereby authorized to approve a Notice To Proceed with Mayes, Sudderth & Etheredge, Inc./Harrington, George & Dunn, PC - JV, for FC-6710-96B, Annual Contract for Architectural and Engineering Services in an amount not to exceed Fifty-three Thousand Seven Hundred Eighty Dollars and Ten Cents (\$53,780.10); and

BE IT FURTHER RESOLVED, that the Purchasing Agent of the Bureau of Purchasing and Real Estate be and is hereby directed to prepare an appropriate contractual agreement for execution by the Mayor, to be approved by the City Attorney as to form.

BE IT FURTHER RESOLVED, that this Notice to Proceed should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all services for said Notice to Proceed shall be charged to and paid from fund account and center number: 2J26 573001 M24A01069999.

KOB (9/30/02)



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

68 MITCHELL ST., S.W., ATLANTA, GEORGIA 30335-0324
SUITE 4500, CITY HALL SOUTH
(404) 330-6240
FAX (404) 658-7552
EMAIL: publicworks@ci.atlanta.ga.us

DEPARTMENT OF PUBLIC WORKS
John W. Griffin, Jr.
Interim Commissioner

M E M O R A N D U M

DATE: September 23, 2002

TO: Felicia Strong-Whitaker, Director
Bureau of Purchasing & Real Estate

FROM: John W. Griffin, Jr., Interim Commissioner
Department of Public Works

RE: Atlanta Wastewater Systems Improvements Program (Consent Decree)
Design Services Amendment – City Hall East Build-out Close-out

The annual engineering consultant, Mayes, Sudderth, Etheridge, Inc./Harrington, George, & Dunn, P.C. completed construction documents for the referenced project. Additional engineering services were needed to complete Phase V (Document Control Area) construction documents preparation, and to assist with the bid/award document preparation and distribution.

This office has reviewed the services of MSE/HGD totalling \$53,780.10. Attached you will find their proposal and our requisition for the work. The Department of Public Works recommends that the City of Atlanta proceed, under the annual contract with Mayes, Sudderth, Etheridge, Inc./Harrington, George, & Dunn, P.C., with the requirements to issue to them a "Notice to Proceed" for this work. Contact Madelyn Grant at Ext. 6368, if you have questions.

Attachments

cc: David Peters, P.E., Deputy Commissioner, DPW
Vivian Chapman, DPW
Keith Brooks, BP&RE

Review of Proposal from MSE/HGD, JV

Additional services submitted by MSE/HGD, JV:	\$53,082.25
Delete project management services during	(\$ 8,000.00)
<u>Add additional services during bid/award period:</u>	<u>\$ 8,697.85</u>
Recommendation Total	\$53,780.10



1401 PEACHTREE STREET N.E.
SUITE 120
ATLANTA, GA 30309
(404) 885-1555

MAYES, SUDDERTH & ETHEREDGE, INC.
HARRINGTON, GEORGE & DUNN, P.C.

November 12, 2001

Ms. Madelyn Grant
City of Atlanta
55 Trinity Avenue, S.W.
Suite 4500
Atlanta, GA 30335

**RE: City Hall East Fourth Floor Build Out
Additional Services Breakdown-REVISED
MSE Project No. 21-000234.00**

Dear Madelyn:

Based upon our telephone conversation on November 5, 2001, this letter will replace our previous letter dated November 1, 2001. The following is in response to your request for 1) a schedule to complete the project documents for construction and, 2) the additional architectural and engineering fees required to complete the project. We have provided a more detailed assessment as you requested. However, I suggest we meet to review the back-up documents together.

We understand the bid document format has now changed to combine the elevator improvements into the general contractor's scope of work.

Our completion schedule is as follows:

- | | |
|---|--------------------|
| • Completion of Phases III, IV and V
(5 weeks) – Submit for plan review also | December, 17, 2001 |
| • Final City Review and Approval | January 3, 2002 |
| • Incorporation of final City and Permit Comments | January 11, 2002 |

NOTE: This schedule assumes no further design changes or additions from the City.

The following represents changes to the documents occurring after Schematic Design approval.

A. PHASE II AREA – SCHEMATIC LAYOUT PLANS – APPROVED APRIL 27, 2001

CHANGES AFTER APPROVAL:

1. Large Break Room Area
Moved network closet and reconfigured Break Room
counters and walls. As directed by the City.

Interior Designer – 16 hrs. x \$75.00	\$1,200.00
C.D. CAD – 16 hrs. x \$60.00	\$ 960.00
Project Architect – 1.25 hrs. x \$95.00	\$ 118.75



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2. Network Closet Expansion

To accommodate UPS system, Storage Room moved into
Phase V to increase size of network closet.

Interior Designer – 5 hrs. x \$75.00	\$ 375.00
C.D. CAD – 12 hrs. x \$60.00	\$ 720.00
Project Architect – 1 hr. x \$95.00	\$ 95.00

3. Added Shower Rooms

Requested by the City.

Interior Designer – 6 hrs. x \$75.00	\$ 450.00
C.D. CAD – 3 hrs. x \$60.00	\$ 180.00
Project Architect – 1 hr. x \$95.00	\$ 95.00

4. Plan Study to relocate Exit Corridor around Keith Toomer's area.

Requested by the City but not implemented.

Schematic plan studies were completed.

Interior Designer – 14 hrs. x \$75.00	\$1,050.00
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5. Reworked layout moving built offices into cubicle areas and
vice versa (in Montgomery Watson area). Revised schematic
plans and reassigned spaces. Programming changes,
additional meeting time and review/comments on final layout.

Interior Designer – 38 hrs. x \$75.00	\$2,850.00
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6. Revised furniture "typicals" for cubicles and offices to accommodate
new layout. Multiple meetings with different furniture representatives.
Plan changes to the Montgomery Watson area caused reworking of
completed furniture "typicals" as requested by the City.

Interior Designer – 16 hrs. x \$75.00	\$1,200.00
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9. Program Management Services – 16 hrs. x \$110.00	\$1,760.00
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10. Clerical – 3 hrs. x \$50.00	\$ 150.00
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Phase II Subtotal	\$11,203.75
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B. PHASE III AREA – SCHEMATIC LAYOUT PLANS – APPROVED APRIL 27, 2001

CHANGES AFTER APPROVAL:

Plan revisions to accommodate Phase IV design layout:

1. Large Conference Meeting Room revised to Grease Map Room, two small Conference Rooms, one workstation and one copy/file niche.

Interior Designer – 3 hrs. x \$75.00	\$ 225.00
C.D. CAD – 2 hrs. x \$60.00	\$ 120.00
Project Architect – 1 hr. x \$95.00	\$ 95.00

2. Reworked Conference Rooms, Meeting Rooms and Public Lobby Area.

Interior Designer – 4 hrs. x \$75.00	\$ 300.00
C.D. CAD – 3 hrs. x \$60.00	\$ 180.00
Project Architect – 1 hr. x \$95.00	\$ 95.00

3. Moved segmented (curved glass) wall.

Interior Designer – 5 hrs. x \$75.00	\$ 375.00
C.D. CAD – 1 hr. x \$60.00	\$ 60.00
Project Architect – .5 hrs. x \$95.00	\$ 47.50

4. Converted cubicles into “hard” offices and changed space adjacencies and program requirements.

Interior Designer – 3 hrs. x \$75.00	\$ 225.00
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5. Program Management Services – 3 hrs. x \$110.00

6. Clerical – 2.5 hrs. x \$50.00

<i>Phase III Subtotal</i>	<i>\$2,177.50</i>
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C. PHASE IV AREA - SCHEMATIC LAYOUT PLANS - APPROVED OCTOBER 16, 2001

CHANGES AFTER APPROVED PLANS:

1. Revisions to IPG, Deputy Commissioner Area, Grease
Program Area and Conference Area.

Telephone call and fax from Madelyn Grant on November 1, 2001.

Interior Designer - 10 hrs. x \$75.00	\$ 750.00
C.D. CAD - 3 hrs. x \$60.00	\$ 180.00
Project Architect - 1 hr. x \$95.00	\$ 95.00
2. Program Management Services - 1 hrs. x \$110.00	\$ 110.00
3. Clerical - .5 hrs. x \$50.00	\$ 25.00
4. Reimbursables	\$ 25.00
<i>Phase IV Subtotal</i>	<i>\$1,185.00</i>

D. PHASE V AREA - SCHEMATIC LAYOUT PLANS - APPROVED OCTOBER 16, 2001

1. Remaining Construction Documents and Contract Administration Services previously not approved: (per previous proposal	\$16,010.00
2. Additional Schematic Design Services expended to complete final approved design including addition of exit access corridors, Storage Area, study for converting Archive Area into training facility and addition of Storage Room from Phase II UPS system changes: (See attached hours expended to date)	\$ 7,456.00
3. Structural Services for filling floor opening in Fire Department Area	
PMS - 2 hrs. x \$125.00	\$ 250.00
Engineer - 8 hrs. x \$95.00	\$ 760.00
Architect - 4 hrs. x \$95.00	\$ 380.00
CAD - 4 hrs. x \$60.00	\$ 240.00
Clerical - 4 hrs. x \$50.00	\$ 200.00
C.A. Engineer - 4 hrs. x \$95.00	\$ 380.00
C.A. P.A. - 2 hrs. x \$75.00	\$ 150.00



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Additional costs to incorporate chain link corridor and Storage Room into construction documents. (No M.E.P. improvements to corridors):

Architect – 2 hrs. x \$95.00	\$ 190.00
CAD – 4 hrs. x \$60.00	\$ 240.00
MEP	\$ 800.00
5. Project Manager Management Services – 26 hrs. x \$110.00 (Meetings, coordination, design, C.D.)	\$2,860.00
6. Clerical – 7 hrs. x \$50.00	\$ 350.00
7. Reimbursables	\$ 250.00
<i>Phase V Subtotal</i>	<i>\$30,516.00</i>

E. EXTENDED SCHEDULE/COORDINATION WITH CONSTRUCTION MANAGER


1. Project Management Services	\$ 8,000.00
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GRAND TOTAL **\$53,082.25**

F. FURNITURE SPECIFICATIONS: BY CITY
(Original scope for selection and layout only)

Please contact me if you have any other questions. Otherwise, we await approval of these fees to complete the project.

Sincerely,
MAYES, SUDDERTH & ETHEREDGE, INC./
HARRINGTON, GEORGE & DUNN, P.C.


Peter C. Sutton, AIA, NCARB
Project Manager

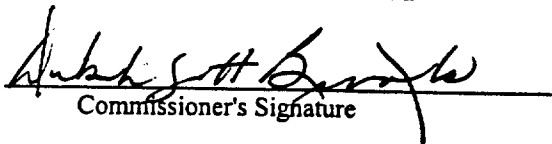
cc: Joseph Levert, HGD
Kate Burgher, MSE
Kelly Sheehy, MSE
File

PCS/afp

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIGDEON


Commissioner's Signature


Director's Signature

Originating Department: Public Works

Contact Person: Keith Brooks X 6382

Committee(s) of Purview: City Utilities

Council Deadline: October 11, 2002

Committee Meeting Dates(s): October 15-16, 2002

Full Council Date: October 21, 2002

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED WITH MAYES, SUDDERTH & ETHEREDGE, INC./HARRINGTON, GEORGE & DUNN, PC - JV FOR FC-6710-96B, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE DESIGN AND ARCHITECTURAL SERVICES FOR PHASE V (DOCUMENT CONTROL AREA) CONSTRUCTION DOCUMENTS PREPARATION FOR THE BUILD OUT OF OFFICE SPACE AT CITY HALL EAST ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED FIFTY THREE THOUSAND SEVEN HUNDRED EIGHTY DOLLARS AND TEN CENTS (\$53,780.10); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J26 573001 M24A01069999.

BACKGROUND

TO PROVIDE DESIGN AND ARCHITECTURAL SERVICES FOR PHASE V OF THE BUILD OUT OF OFFICE SPACE AT CITY HALL EAST FOR THE WASTEWATER DIVISION.

FINANCIAL IMPACT (if any)

\$53,780.10

Mayor's Staff Only

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Received by Mayor's Office:

10/4/02
(date)

Reviewed by:

GP
(initials) (date)

Submitted to Council:

(date)

Action by Committee: ☐ Approved ☐ Adversed ☐ Held ☐ Amended
☐ Substitute ☐ Referred ☐ Other